

RESTRICTED LICENSE APPLICATION - FORM 9 INSTRUCTIONS FOR SCHOOL COUNSELING APPLICANT

The 1) Applicant, (2) the District Administrator or Human Resources Director of the hiring district, and the (3) Licensure Officer at FHSU must complete the appropriate section of KSDE Form 9 - Restricted School Specialist License Application.

1. Go to https://appspublic.ksde.gov/KLAS_userAuth/ and **submit Restricted License Application**. Once you submit the application, the hiring school district (Supt or Human Resource Director) will receive an email notification to fill out their section.

After the hiring district submits their portion of the application, it will come electronically to Kerry Schuckman, FHSU Licensure Officer at FHSU, for verification before being submitted to KSDE. After FHSU submits the application to KSDE, you will receive an automated email from KSDE directing you to **pay the fee**.

2. Obtain fingerprints from a qualified law enforcement agency – **submit the fingerprint card and fee** of \$57 made payable to KSDE directly to KSDE at the address printed on the card. (DO NOT BEND CARD). **This is not needed if you currently hold an emergency substitute license through KSDE.**

Obtaining a Restricted School Specialist License:

1. **Applicant applies and, once all requirements are met, is issued a Restricted School Specialist License by KSDE. It is valid for three years.**
2. **Candidate must be enrolled in at least one course from the Plan of Study during the academic year to have the initial Restricted License issued.**
3. **Candidate must pass the relevant Praxis test by end of the first year of the program.**
4. <https://www.ets.org/praxis/site/test-takers/schedule.html>

COMPLETION OF PROGRAM

You should apply for your next license when nearing completion of the coursework in the program. Contact Kerry Schuckman for a paper copy of the application.

Kerry Schuckman
Licensure Officer
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Hays, KS 67601

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